



Generating local solutions in agriculture, energy and WASH to break the cycle of poverty

## Terms of Reference

### Finance Intern

Position: Finance intern

Number of positions: 1

Duration: 3 months (23 May 2022 to 21 August 2022)

Duty station: SWACHCHHATA Project Office, Nepalgunj

Report to: Finance and Operation Manager

Vacancy code: 2022-04

### Introduction

SNV USA is a not-for-profit organization with long-term presence in Asia, Africa and Latin America. SNV USA brings together a core team of solutions-oriented development professionals with expertise and experience across technical areas and geographies. SNV USA works across five focus areas: WASH, agriculture, natural resources management, youth, and governance. Since 2011, SNV USA has been contributing to WASH sector development through a combination of advisory services, knowledge brokering and advocacy, and developing capacities at national, regional, district, and Municipality/Rural Municipality (M/RM) levels to work at scale with quality. Our approach is grounded in private sector engagement and improved service delivery, while building local capacity through ongoing partnerships and relationships.

### Background

SNV USA is currently implementing the USAID-funded Health and Hygiene Activity (HHA, 2016-2022 or *Swachchhata* in Nepal). *Swachchhata* is jointly implemented by SNV USA and Population Services International (PSI) with support from a Nepali private consulting firm engaged in community mobilization and construction supervision. The Activity targets seven districts – East Rukum in Lumbini Province and Dolpa, Jajarkot, Salyan, West Rukum, Surkhet and Dailekh in Karnali Province. *Swachchhata*'s approach engages stakeholders across the spectrum of governance structures—from local community members and Health Facility (HF) staff to Rural Municipality/Municipality (RM/M), Ward, Provincial, and National government officials – to achieve its activity results.

### Objective and Tasks

The major objective of this position is to support *Swachchhata*'s Finance section in day-to-day accounting and administrative-related activities. The specific tasks of the intern will be:

- Under close supervision of the Finance & Operation Manager/Senior Finance Manager, support online E-TDS entries and Value Added Tax (VAT) bookings, After review by the Finance & Operation Manager/Senior Finance Manager, ensuring accuracy of documents and E-TDS in the system, the intern will further process the VAT claim and deposit/report the tax to the Inland Revenue Department (IRD).
- Collect cost share documents from *Swachchhata*'s district offices as per the checklist provided by the Senior Finance Manager. When submitted cost share documents are sent electronically, print all the documents, and maintain a proper filing system. Verify the cost share backup documents together with the Senior Finance Manager and promptly input the updated costs share data in the specified format in the *Swachchhata* data system.
- Support documentation, filing, folders, and administrative data management in both hard and soft copies.

- Support scanning/filling out payment vouchers and settlement documents for further review and approval. Once the Finance & Operation Manager approves, record transactions in the account software, including if payments have been made.
- Follow-up, collect and review labor payment documents submitted from each HFOMC via District Coordinators. *Swachhhata's* Finance & Operation Manager will cross verify and ensure the documents before payment is made to them.
- Submit summary task accomplishment reports on a monthly basis to the Finance & Operation Manager.
- Perform other tasks as assigned by the Finance & Operation Manager and Senior Finance Manager.

**Qualifications and competency required:**

- Bachelor's degree in accounting / finance
- Proficient in MS Office package, Outlook, and the internet.
- Ability to take initiatives, work independently and meet deadlines
- Good knowledge of the English language, both written and oral.
- Good communication skills

**Fees:** There will be a monthly NPR 25,000 stipend.

**Travel/ DSA:** DSA and travel costs will be provided as per the organization rules for travel to the field.

SNV USA has adopted a new trade name and is doing business as DevWorks International. To apply, interested Nepalese nationals should submit a cover letter and CV by **10 May 2022** to: [mchaudhary@devworks.org](mailto:mchaudhary@devworks.org) stating the proper **Vacancy Code 2022-04** in the email subject line. Women, minorities and people with disabilities are strongly encouraged to apply.